

UNITED STATES GOVERNMENT

~~CONFIDENTIAL~~

Memorandum

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TO : Mr. [REDACTED] Chief/PD

DATE:

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FROM : Mrs. [REDACTED] Chief, Corres. Branch

SUBJECT: Report for the Fiscal Year 1967-68

1. During the past year, Corres. Branch prepared, signed, and dispatched a total of 35,295 letters. Of this total, 8,889 letters were prepared on the initiative of the Branch and 26,406 were prepared on instructions from outside the Branch. The total is 2,653 less than the past fiscal year.

2. For the past 4 months, the Branch has been trying to clean up the Applicant File Section which was put under Branch control in March 1968. This involves making sure each file on the inactive shelves belongs on the shelf, checking those files against the cards, checking the cards for alphabetical order, destroying duplicate cards, trying to locate files whose cards do not show where they are, etc.

3. We expect to be concerned with the file problem for at least the next three months. Hopefully by then we will have completed a thorough housecleaning of the files and the cards.



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